

February 11, 2014

**CONTRACT NO. 4400004128**  
**STATE PROJECT NO. H.004273.5**  
**FEDERAL AID PROJECT NO. H004273**  
**I-49 CONNECTOR (LAFAYETTE REGIONAL AIRPORT**  
**TO I-10/I-49/US 167 INTERCHANGE)**  
**LAFAYETTE PARISH**

**QUESTIONS AND ANSWERS**

- Q1. Since resumes will be divided into discipline categories, where should our management team resumes be included? If these team members are also included within discipline categories in the staffing chart, should their resumes also be included within that tabbed section?
- A1. If the PRIME desires to show its management team in the 24-102, I suggest placing these under the OTHER section tabbed as Management Team. If one of the members of the Management Team will also provide technical assistance for one of the major disciplines, I would include that resume there too.
- Q2. Will SUE be included within the score for Survey work? If so, should resumes for SUE be included within the Survey tabbed section?
- A2. Clarification from pre-submittal meeting. After further consideration, the SUE resumes should be under OTHER not SURVEY.
- Q3. Is there a cut-off for questions? Also, when will answers to submitted questions be received.
- A3. It is suggested that Thursday, February 20, 2014, be the cut-off date for questions.
- Q4. Can one person fill the minimum personnel requirement for both 6q and 6r? If so, can we submit two resumes for that person?
- A4. Section 106 includes both archaeological sites and standing structures, so one person could fill the requirements for 6q and 6r. Two resumes could be submitted for one person, but, each should show how the staff member meets the particular requirement. Or submit one resume showing how the staff member meets both requirements.
- Q5. Is it acceptable to make use of 11 x 17 pages in the 24-102, particularly for the Organization Chart? Alternately, can the Organization chart be two pages?
- A5. Yes to both. However, 11 x 17 is acceptable for sections 9a and 9b.
- Q6. Under Minimum Personnel Requirements on page 17, Item 6c, states “personnel used for title work must be listed on the current LADOTD Real Estate Section’s approved Title Work Panel

list”. This person is not typically a full time employee – is it acceptable to show this person as a part-time or contract employee?

A6. It is acceptable to show as a contract worker.

Q7. For the positions identified that have requirements that don't necessarily have associated licenses or certifications, such as the architectural historian and the archaeologist, do we need to submit certified statements that they meet the minimum requirements, or can we simply indicate in the Minimum Personnel Requirements table that they meet the stated requirements?

A7. For architectural historian and archaeologist, each requirement is met by having the required degrees and experience. This experience should be shown in the resume, not just indicated in the table as meets requirements.

Q8. For Minimum Personnel Requirement 6g, can the electrical and mechanical experience be met by two different people?

A8. Yes, this requirement can be met by two individuals. Clearly show this in section 9b.

Q9. Does every sub-consultant need a Form 24-102 or can minor sub-consultants (i.e. sole proprietor-type firms) be treated as vendors?

A9. Every sub-consultant should submit a Form 24-102.

Q10. Will specific tolling evaluations be required as part of the “Identification of potential funding sources/scenarios” listed in the “may also be required” section of the scope of services? If so, are you expecting the team to have traffic and revenue grade tolling analysis expertise?

A10. It is unknown at this time if tolling evaluations will be required. DOTD put identification of potential funding services as “may be required”. Since the Minimum Personnel Requirements (Economists, tolling experts, financial experts) did not address this, a team will not be penalized if it does not show this type of personnel in the DOTD Form 24-102. If shown, it may be appropriate to show in the OTHER section and/or in the Interview/Presentation. DOTD expects the Team to have the capabilities to provide this service if required (identified now or add team member per Section 2.2.7 of the Manual). A toll study is being performed for the DOTD Planning section by CDM Smith. A DRAFT study is expected to be submitted in the next few weeks.

Q11. The scope of services outlines public outreach as an additional component. What services does DOTD anticipate for the public outreach program (i.e. agency coordination, marketing plan, public meetings, web site, 3D simulation/modeling, social media, etc.)?

A11. The services suggested seem appropriate. Exact services required will be finalized during scope negotiations with the selected team

Q12. Will the consultant be required to develop a mitigation plan (i.e. wetlands, etc.) in conjunction with required permits?

A12. It is currently not anticipated that the selected firm will be required to develop a mitigation plan.

- Q13. Has a joint use development plan been prepared for the Sterling Grove Historic District? If not, will this be required of the consultant?
- A13. DOTD is committed to prepare the plan in conjunction with the design process. DOTD will require this of the consultant.
- Q14. Will the consultant be required to create an Information Management System per ROD Commitment No. 22?
- A.14. It is not anticipated at this time. DOTD staff will add/update in TEAM.
- Q15. In the minimum personnel requirements 6G, there is a requirement for “One Professional Engineer, registered in the State of Louisiana with a minimum of ten years of experience in designing electrical and mechanical components for pump stations.” Can this requirement be met with two Louisiana-registered professional engineers: one registered as an electrical engineer (meeting the 10-year requirement) and another as a mechanical engineer (meeting the 10-year requirement)?
- A15. Yes, this requirement can be met by two individuals. Clearly show this in section 9b.
- Q16. As a follow up to the discussion at the pre-proposal meeting, will you provide clarity to the interested parties regarding the specific methods by which firm experience and past performance ratings will be calculated and applied in the scoring?
- A16. Additional information will be provided.
- Q17. The “Geometric Design and Traffic Services” section of the scope of work is shown under the “Additional Services” section. However, it references completion of this activity to inform the ultimate refinement of the overall design. Should this section be included in the initial agreement and not added by supplemental agreement?
- A17. The consultant’s understanding and approach to the project are two items to be considered at the interview/presentation. Section 13 of the DOTD Form 24-102 states to provide “any additional information.” The initial scope of services for the original contract action will be negotiated with the selected consultant based off the Advertisement, the DOTD form 24-102 and the interview/presentation.
- Q18. If a firm’s principal attended the mandatory pre-submittal meeting and signed in as a sub-consultant, can that firm establish a team as a prime?
- A18. As long as the principal attended, and signed the sign-in sheets, either as Prime or Sub, they can submit as a team led by the firm that principal represented.
- Q19. Are certificates showing current registration required for the 24-102 for: 1) Only LA-registered engineers shown as meeting the Minimum Personnel Requirements; 2) Only all LA-registered engineers proposed to work on the project; or 3) All registered engineers proposed for the project, including those registered only out-of-state?
- A19. Yes for all 3 situations mentioned.